

## **INSTITUTION ARTIST/FACILITATOR**

### **JOB ANALYSIS BACKGROUND INFORMATION**

**Date of Study:** March 18-20, 2002

**Collective Bargaining Identification:** R01

**Job Analysis Conducted By:** Marian Dilley, Staff Services Manager I,  
Personnel Examining Section, Job Analysis Unit

Fred Freeman, Staff Services Analyst,  
Personnel Examining Section, Job Analysis Unit

Kathy Khan, Associate Personnel Analyst,  
Personnel Examining Section

**Number of Incumbents:** There are 25 incumbents in this classification  
per Department of Corrections Filled/Vacant  
Position Report dated February 28, 2002.

#### **Names of the Subject Matter Expert(s) and their background:**

##### **M. GAIL GUTIERREZ-McDERMID, COMMUNITY RESOURCES MANAGER, OFFICE OF COMMUNITY RESOURCES HEADQUARTERS**

Gail currently works as a Community Resources Manager for the North Region of the Office of Community Resources (OCR) overseeing the Arts in Corrections Program. She has been in this position for five years. She had worked as an Institution Artist/Facilitator at California Correctional Center; worked as an Assistant Manager and Manager for the OCR supervising the Arts program. Gail has a total of 13 years with the California Department of Corrections (CDC).

##### **GARRETT MASTERSON, INSTITUTION ARTIST/FACILITATOR, CENTRAL CALIFORNIA WOMENS FACILITY**

Garrett has worked as an Institution Artist/Facilitator at Central California Womens Facility for the past 5 years. This encompasses his total state service.

##### **TOM SKELLY, INSTITUTION ARTIST/FACILITATOR, CALIFORNIA INSTITUTION FOR MEN**

Tom has worked as an Institution Artist/Facilitator at California Institution for Men for 21 years. All of his state service is with CDC.

**DAVID D. DAVIS, Jr., COMMUNITY RESOURCES MANAGER, DEUEL VOCATIONAL INSTITUTION**

David currently works as a Community Resources Manager at Deuel Vocational Institution and has been in this position for 10 years. In this capacity, he supervises the Institutions Artist/Facilitator. He has been with CDC for a total of 15 years.

**TIP KINDEL, COMMUNITY RESOURCES MANAGER, FOLSOM STATE PRISON**

Tip currently works as a Community Resources Manager at Folsom State Prison and has been in this position for over two years. In this capacity, he supervises the Institution Artist/Facilitator. He has been with CDC for a total of 13 years.

## INSTITUTION ARTIST/FACILITATOR INFORMATION GATHERING

The initial list of tasks and knowledges, skills and abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Class Specification—Institution Artist/Facilitator
- State Personnel Board ***Proposed Revision*** Class Specification—Artist Administrator (i.e., Institution Artist/Facilitator)
- State of Washington Class Specifications—Arts Program Manager I and Graphic Design Program Manager
- Duty Statements from Ironwood State Prison, California Medical Facility, and San Quentin State Prison